



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 10/03/2014	Employee Requisition Number ER-15017	JOB OPPORTUNITY	
Title/Position: MANAGER			
Pay Grade MG 4	Salary Range \$35,859-46,820	Classification Management	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Manager shall be responsible for the daily operation and management of Yuchi language classes and shall have hiring and supervisory authority over all project staff and consultants. The Manager will participate in the daily program and monitor the language teaching implemented by Language Instructors. This position will oversee and monitor the Yuchi language proficiency of the program. The Manager will be responsible for proper planning and performance of program activities and will be directly involved in conducting these activities.
Principal Duties and Responsibilities:	Establish and maintain functions necessary for the effective and efficient completion of the daily program operations. Hire, direct, and coordinate other staff members and volunteers in the performance of their respective duties. Monitor the language teaching by Language Instructors in the program and assist in program classes and activities as needed. Conduct evaluations of language activities being implemented and perform regular assessments on their effectiveness. Perform written evaluations of Instructor language proficiency development (based on ACTFL guidelines) and overall progress of program. Oversee all project activities, classes and events. Provide quarterly reports and budget updates regarding activities toward goals and objectives. Ensure that the language program is complying with applicable rules and regulations. Complete all paperwork requirements in a timely manner. Other related duties as needed.
Minimum Requirements:	A Master's Degree in appropriate social science area (linguistics, anthropology, cultural studies) A demonstrated commitment to Native language revitalization is essential. The Manager must have comprehensive knowledge of Yuchi grammar, phonology, orthography, and morphology and should possess practical knowledge and experience in implementing programs in Yuchi language with 5 years of experience. A demonstrated ability to work well with tribal community and observe



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	customs and decision-making processes. Must have extensive experience and demonstrated skills in supervising and coordinating the work of multiple staff members.
Preferred Requirements:	Doctorate
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.